US FEDERAL CONTRACT User Guide



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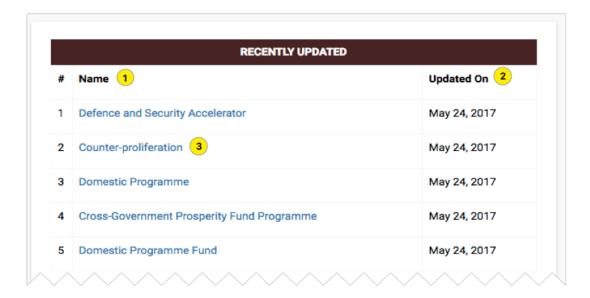
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1 Finding a Program

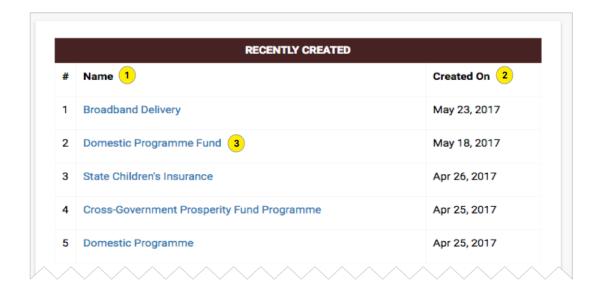
Home screen has list of programs grouped by recent actions

- 1. Name of the program
- 2. Date when the program was last updated
- 3. Navigate to the program

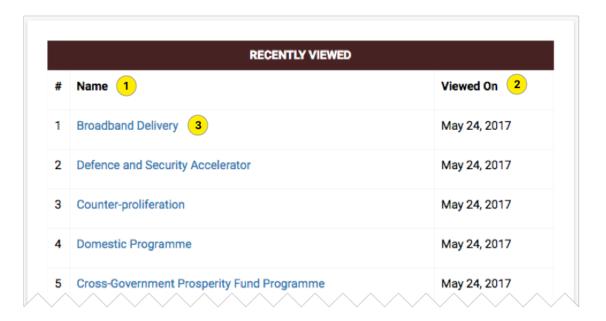
1.1 Recently updated program



1.2 Recently created program



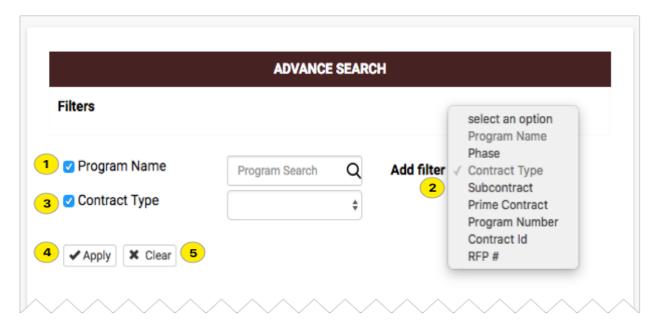
1.3 Recently viewed program



1.4 Searching a program by attributes

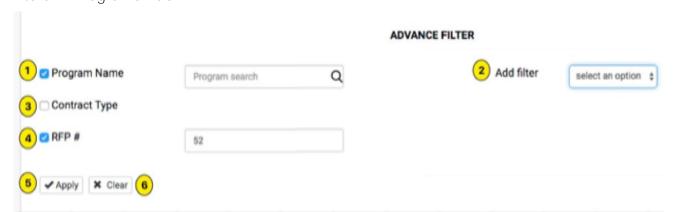
There is an Advance section in Home and Filters in Program Tab that helps you input different attributes to search from.

1.4.1 Advance Search in Home



- 1. Program Name- This filter is selected by default; you can deselect it.
- 2. Use this to add more filters.
- 3. Newly added filter.
- 4. Apply to fetch the results based on applied filters.
- 5. Clear —to reset values of filters.

1.4.2 Filters in Programs Tab

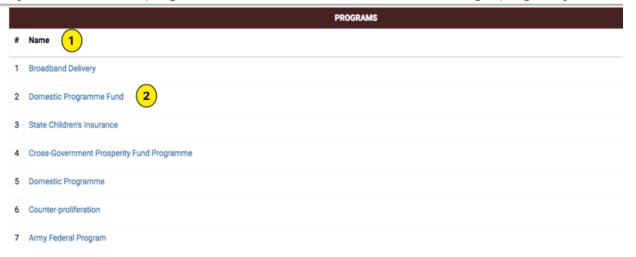


- 1. Default filter.
- 2. Use it to add more filters.
- 3. Additional unselected filter.
- 4. Another selected filter.
- 5. Apply button to go to results.
- 6. Clear to reset values of filters.

1.4.3 Program Search in Menu Bar



These may result in a list of programs as shown below. If the result is a single program you will be taken to it directly.



- 1. Name of program
- 2. If you click on any program it will show details of that program's

Attributes of a Program

A program's details have been segregated into following 8 tabs

2.1.1 General Tab

Its fields are grouped into following sub-sections

General Information

- 1. Auto generated program number
- 2. The program name
- 3. Phase

Summary Information

- 1. RFP#
- 2. Letter Contract #
- 3. Prime Contract #
- 4. Contract Id#
- 5. Role
- 6. Subcontract #

Contract Types

It can take <u>multiple values</u>

Primary Place of Performances

It can take multiple places

Award Basis

Can be one of Discretionary, None, Required

Service Offerings

Can be one of the <u>service offerings</u>

Corporate Identifier

- 1. One of the CAGE Codes
- 2. Corporate DUNS attached with CAGE
- 3. One of the Corporate Location

Renewal

- 1. Date of Current Term Expiration
- 2. Due date of Next notice of intent
- 3. Day[s] of notice required for valid exercise

Dates

- 1. Award Date
- 2. Maximum Term Start Date
- 3. Maximum Term End Date
- 4. Base Period Start Date
- 5. Base Period End Date

Option Periods

- 1. Number
- 2. Start Date
- 3. End Date

Procurement Regulations

- 1. Regulation
 - FAR
- NASA
- DFARS
- Other

Owners

2. Notes

- 1. Owners
- 2. Type

2.1.2 Financials Tab

Its fields are grouped into following sub-sections

Financial Control data

1. Responsibility Centre

Payment Information

- 1. Payment office
- 2. Special Billing Provisions

Mechanics

- 1. Authorized Users
- 2. Contract Ordering
 - Centralized
 - Decentralized
 - General

INS

Financial

- 1. Original Estimated Lifecycle Contract
- 2. Current Estimated Lifecycle Contract
- 3. Current Obligated Funds

2.1.3 History & Contract Mods Tab

Its fields are grouped into following sub-sections

History

- 1. Date
- 2. Last Modified By
- 3. Description

Show Cause/ Cure Notice

- 1. Show Cause / Cure Notice
- 2. Show Cause / Cure Notice Date
- 3. Actions

Contract Mods

- Name Which contains list of contract mods
- 2. If user click on any name, then user will get the detail

2.1.4 Terms & Conditions Tab

It shows list of terms and conditions

2.1.5 Affiliations Tab

It shows list of program <u>affiliated</u> with the program

2.1.6 Contacts Tab

It shows list of contacts associated with the program. User can click on any contact to view details of that contact

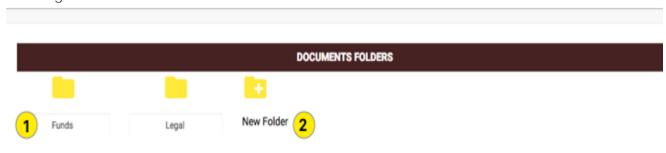
2.1.7 Orders Tab

It shows list of orders with following columns

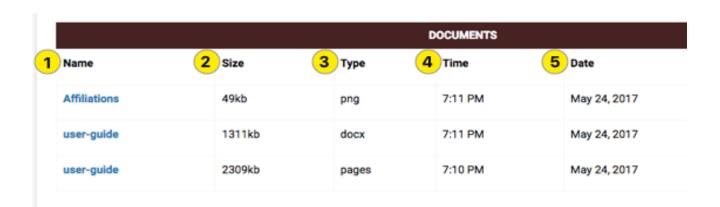
- 1. Orders Name
- 2. Type
- 3. Effective Date

2.1.8 Documents Tab

It shows files organized into folders



- 1. Folder
- 2. New Folder



- 1. Name
- 2. Size
- 3. Type
- 4. Time
- 5. Date

2.2 Downloading a Program

A program can be downloaded in pdf format. Use the Print button to download it.

General Information						
Program Number :	103483	Phase:	Reopen			
	Sun	nmary Information				
RPF#:	6545-5456	Letter Contract No#	: 2999-5454			
Prime Contract #:	464-5445	Contract Id #:	566-8787			
Role	Subcontractor	Sub Contract #:	6656-545			
		Contract Types				
SNo.	Contract Type					
1	Firm Fixed Incentive					
	Plac	ce Of Performances				
SNo.	Place					
1	Washington					
		Award Basis				
Award Basis	Multiple	f task/delivery orders then competition is	Discretionary			

Format 1 Program details

3 Attributes of an order

3.1 Sections

An **order's** attributes are organized into sections **Details**

- 1. Orders Name
- 2. Scope
- 3. Order Type
- 4. Effective Date
- 5. Pop From
- 6. Pop To
- 7. Proposal date
- 8. Resp Center
- 9. Customer
- 10. Description

Financials

- 1. Fixed Price Cumulative
- 2. Cost Cumulative
- 3. fee Cumulative
- 4. Total Cumulative
- 5. Obligated Amount
- 6. Limit of Funds Amount
- 7. Limit of Funds Notification
- 8. Limit of Funds Percentage

Decentralized Order

- 1. Payment Office
- 2. Contract Administrator
- 3. Contract Admin Backup

Contracting Officer

1. Name of Contracting Officer

Account Manager

1. Name of Account Manager

Security

- 1. Required
- 2. Security Requirement Notes

Modifications

- 1. Name User can click on modification name to view the details of that modification.
- 2. Effective Date

3.2 Downloading an Order

An Order can be downloaded in pdf format using the Print button.

Order Name - 1398						
Details						
Order Type :	Cost Sharing	Scope :	Program management			
Pop From :	Apr 26, 2017	Pop To:	Apr 27, 2017			
Effective Date :	Apr 26, 2017	Resp Center :	test			
Proposal Date :	Apr 19, 2017	Customer :	Michel Clark			
Description :	Used for testing					
	F	inancial				
Fixed Price Cumulative :	\$22,545,655.00	Cost Cumulative :	(\$4,454,567.00)			
Fee Cumulative :	\$456,456,787.00	Total Cumulative :	\$474,547,875.00			
Obligated Amount :	(\$44,545,678.00)					
	Limi	ts Of Funds				
Amount :	\$45,000.00	Notification :	Apr 27, 2017			
Percentage(%):	44					

Format 2 Order details pdf

3.3 Attributes of an Order Modification

The modification's attributes are organized into sections

Details

- 1. Orders Name
- 2. Scope
- 3. Order Type4. Change Type
- 5. Pop From
- 6. Pop To

- 7. Proposal date
- 8. Effective Date
- 9. Back to list

Modification Financials

- 1. Fields
- 2. Amount

3. Adjustment

Modifications Changes Made

- 1. Add/ Change Funding Data
- 2. Administrative Change
- 3. Change Pop

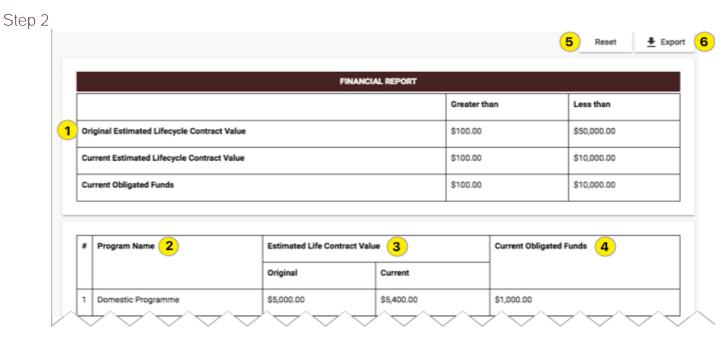
4 Reports

4.1 Getting the financial report of a program



User fill details of financial report then click on submit to get the result

- 1. Original Estimated Lifecycle Contract Value
- 2. Current Estimated Lifecycle Contract Value
- 3. Current Obligated Funds
- 4. Submit
- 5. Reset

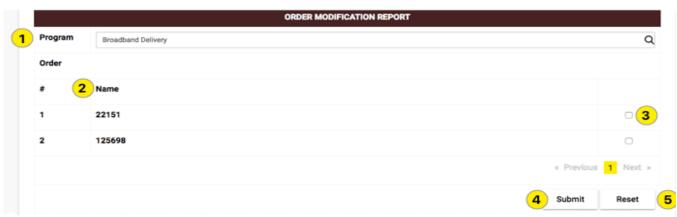


Report generate according to filters.

- 1. Original Estimated Lifecycle Contract Value
- 2. Program Name
- 3. Estimated Lifecycle Contract Value
- 4. Current Obligated Funds
- 5. Reset
- 6. Export

4.2 Getting the order modification report



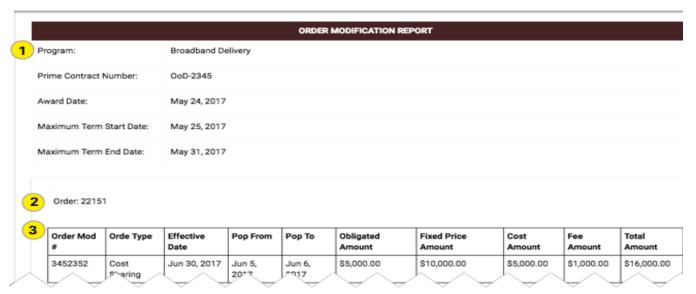


User fill details of order modification report then click on submit to get the result

- 1. Program
- 2. Order Names
- 3. Check box
- 4. Submit
- 5. Reset

User fill details of financial report then click on submit to get the result

Step 2



Report generate according to filters

- 1. Program
- 2. Order no.
- 3. Order modification Fields

6 Managing a Program

6.1 Editing a Program

Each section of a program has an edit button. Use it to change values within that section. Once done you can save it or revert back the changes



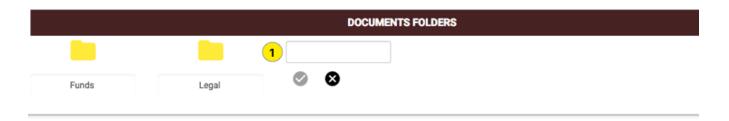
Refer the <u>attribute</u> section and <u>Appendix</u> for their possible values

6.2 Making change to an Order

This works very similar to program edit. Refer the <u>attribute</u> section and the <u>Appendix</u> for their possible values

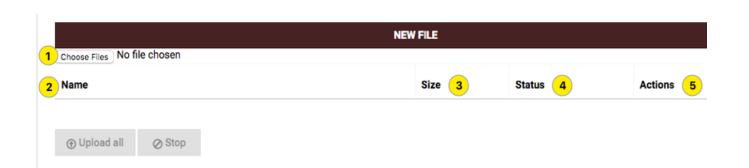
6.3 Adding a file to a program

Files can be put into an existing folder or a new one can be created using the add folder option



1. New Folder

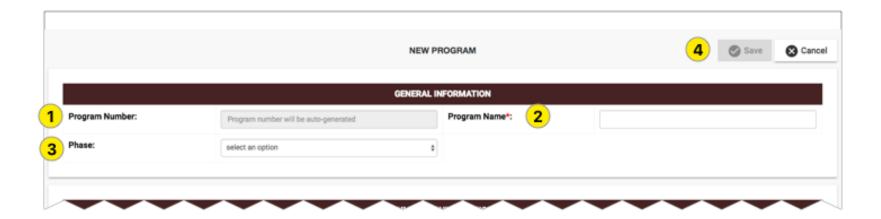
You can select a single file or choose multiple files to upload them. Clicking Upload would trigger uploading which can be cancelled at any moment



- 1. Choose File
- 2. Name
- 3. Size
- 4. Status
- 5. Actions

6.4 Create a New Program

Use the new button to create a program. It will ask user to fill attributes of general tab. Once filled and saved, a program will be created and other tabs would be visible



- 1. Program Number -
- 2. Program Name
- 3. Phase
- 4. Save / Cancel

6.5 Deleting a Program

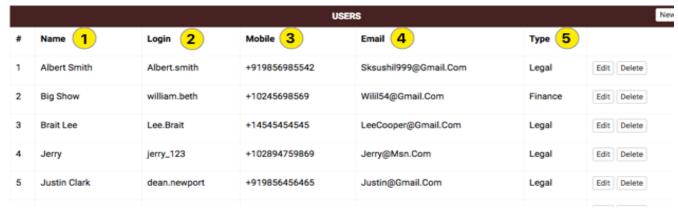
Use the delete button at top of the program to delete. This would remove the program from all the listings.



7 Settings

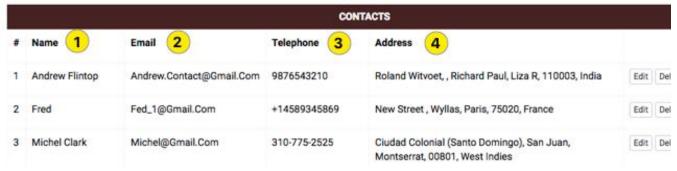
7.1 Viewing Settings

7.1.1 List of users



- 1. Name
- 2. Login
- 3. Mobile
- 4. Email 5. Type

7.1.2 List of Contacts



- 1. Name
- 2. Email
- 3. Telephone

4. Address

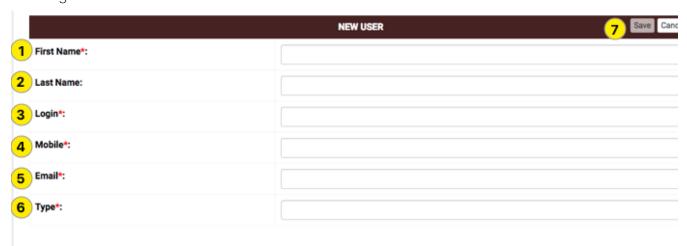
7.1.3 List of Places



- 1. Name
- 2. Edit/Delete

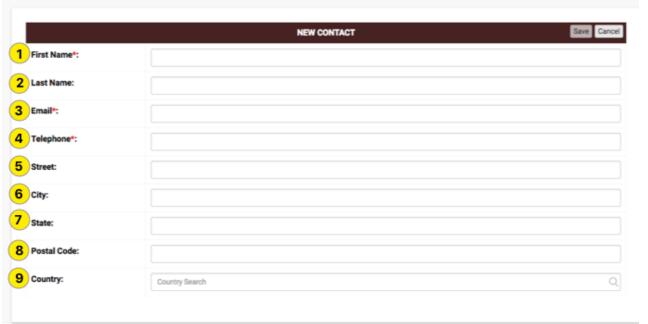
7.2 Managing the settings

7.2.1 Creating a new user



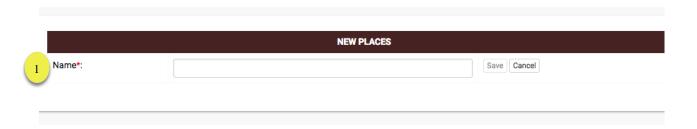
- 1. First Name
- 2. Last name
- 3. Login
- 4. Mobile
- 5. Email
- 6. Type 7. Save

7.2.2 Creating a new contact



- 1. First Name
- 2. Last Name
- 3. Email
- 4. Telephone
- 5. Street
- 6. City
- 7. State
- 8. Postal Code
- 9. Country

7.2.3 Creating a new place



1. Name

Appendix

Values for Program Attributes

A. Advance Filter Options

- 1. Phase
- 2. Contract Type
- 3. Subcontract
- 4. Prime Contract
- 5. Program Number
- 6. Contract Id
- 7. RFP#

B. Program Phases

- Active
 Approved
 Approved (Pending)
- 4. Cancelled5. Cancelled (Pending)
- 6. Close7. Close Out8. Closed
- Contract Administration

- 10. Error 11. Inactive 12. Locked 13. Lost
- 14. Not Submitted15. Open With IT16. Open-OLD17. Pending Approval18. Pre-Proposal

- 19. Processed
 20. Proposal
 21. Re-Open
 22. Rejected
 23. rejected (Pending)
- 24. Reopen25. Research Pending26. Submitted

C. Contract Types in a Program

- Time and Material
 Level of efforts
 Letter Contract
 Labour hours
- 4. Labour hours
- 5. IDIQ
- 6. Fixed Unit Price

- 7. Fixed Price
- 8. Level of efforts9. Firm Fixed with EPA
- 10. Firm Fixed Price
- 10. FIIIII FIXEU PIICE
- 11. Firm fixed Incentives
- 12. Cost sharing
- PA 15. Cost plus Fi
- 14. cost plus incentive15. Cost plus Fixed fees

13. Cost reimbursable

16. Cost plus Award fees

D. Service Offerings in a Program

- 1. Applications Development & Mgt
- 2. Applications Maintenance
- 3. Asset Mgt and Maintenance
- 4. Business Continuity
- 5. Claims or Settlement Processing
- 6. Consulting
- 7. Desktop/Client Server

- 8. E Communities
- 9. Enterprise Customer Management
- 10. Health Care Finance Administration (HCFA)
- 11. Help Desk
- 12. Internet Solutions & Applications
- 13. Mainframe

- 14. Midrange
- 15. Procurement16. Project Support
- 17. Telecommunications
- 18. Training and Education

E. Corporate CAGE Codes

- 1. 05HD8
- 2. 1U305
- 3. 0CVK8
- 4. 24612
 5. 00MK8
- 6. TBD
- 7. 1D6O3
- 8. 4TJT0
- 9. 39500000

F. Corporate Locations

- 1. 5400 Legacy Drive, Plano, TX
- 2. 13600 EDS Drive, Herndon, VA
- 3. 225 Grandview Ave, Camp Hill, PA
- 4. 1600 North Beauregard Street, Alexandria, VA
- 5. 7900 Westpark Dr, T-600, McLean, VA
- 6. Falls Church, VA
- 7. 4646 Needmore Rd, P.O. Box 24593, Dayton, OH 45424
- 8. SafeGuard Services
- 9. NHIC

G. Affiliation Types

- Default
 is a third part
 is an addendum
 is a counter cl
 is a consolidate
 is consolidated
- 7. is a cross clai8. is a master agr9. is a master cas10. is a related cl11. is a related is12. is the same iss

13. is subpoena for 14. is a cross refe 15. is an order und 16. is related to

H. Contact Types

- Awarding agency
- 2. Govt. POC
- 3. Contractor
- 4. Payment Office

I. Terms and Conditions

- 1. Products
- 2. Financial
- 3. Performance
- 4. Security
- 5. Corp. Risk
- 6. Key Issues
- 7. Other
- 8. Unusual Terms/Conditions
- 9. Subcontracting
- 10. Key Personnel
- 11. Service Contract Act
- 12. No Hire/No Solicitation Clause
- 13. Other (Labor)
- 14. Buy American Act/Trade Agreement Act
- 15. New Materials Clause
- 16. Discounted Products/Technology Refreshments
- 17. Special Test Equipment Required
- 18. Customer Paying For Development of Product(s)
- 19. EDS Retains Ownership of Products
- 20. Other (Products)
- 21. Cost or Pricing Data Required
- 22. Defective Pricing Clause
- 23. Caps On Indirect Rates
- 24. FCCOM Allowed
- 25. Economic Price Adjustment Clause
- 26. FAR Penalty Clause (52.242-3)
- 27. Precontract or Cost Allowable Restrictions
- 28. Costs Specifically Unallowable By Contract Terms
- 29. Profit or Fee Provisions In The Contract
- 30. CAS Clauses (FARs 52.230-1 thru 52.230-6)

- 31. SEI/CCM Applicability
- 32. ISO 9000 Applicability
- 33. Warranty Provisions
- 34. Cancellation Provisions
- 35. Liquidated Damages
- 36. Government Property
- 37. Engineering Changes/Value **Engineering Changes**
- 38. Other (Performance)
- 39. Security Clearances
- 40. DD 254
- 41. Non-Publicity
- 42. Other (Security)
- 43. System Development With Fixed Or Capped Pricing
- 44. Customer With Credit Risk
- 45. Contractual Financial Performance Penalties
- 46. Payment Terms > 45 Days After The Month of Service
- 47. Pricing Adjustments Using Benchmarks, etc.
- 48. Most Favored Customer Provisions
- 49. Non-competition or Other Exclusivity **Provisions**
- 50. Economic and Monetary Union (EMU) Compliance
- 51. Year 2000 Compliance
- 52. Costing Based On Non-Std Infrastructure Charges
- 53. Media Release Restrictions
- 54. Rights in Technical Data/Computer
- 55. Incorporation of Sections K, L and/or
- 56. Commercial Terms and Conditions
- 57. Corporate Agreements Applicable

- 58. FOIA Copies Required
- 59. Show Cause Provision
- 60. Cure Notice Provision
- 61. Other (Key Issues)
- 62. Truth in Negotiations Act (TINA)
- 63. Cost Sharing (Identify Terms of Arrangement)
- 64. Level of Effort (Identify Limitations)
- 65. Overtime Restrictions (FAR 52.222-2)
- 66. Restrictions or Special Regts For Subcontracts
- 67. Other Special Provisions/Limitations
- 68. Restrictions on Subcontracting 69. Notification and/or Consent Requirements
- 70. Subcontracting Plan Required
- 71. Subcontracting Plan Not Required
- 72. List of Subcontractors
- 73. Organizational Conflict of Interest Potential
- 74. TINA-FAR 52.215-10
- 75. TINA-FAR 52.215-11
- 76. TINA-FAR 52.215-12
- 77. TINA-FAR 52.215-13
- 78. Labor
- 79. Key Personnel
- 80. Service Contract Act
- 81. No Hire/No Solicitation Clause
- 82. Other (Labor)
- 83. CAS Clauses FAR 52.230-5
- 84. CAS Clauses FAR 52.230-4
- 85. CAS Clauses FAR 52.230-6
- 86. CAS Clauses FAR 52.230-1
- 87. CAS Clauses FAR 52.230-2
- 88. CAS Clauses FAR 52.230-3

Values for Order Attributes

J. Order Scope

- 1. TBD
- 2. Certification and Deployment
- Procedures 3. Year 2000 efforts
- 4. Product Delivery
- 5. Telecommunication
- 6. Cable installation 7. Program/facilities modernization
- 8. Infrastructure Services
- 9. Installation
- 10. Logistics
- 11. Loan processing/management systems
- 12. Information Assurance

- 13. Hardware 14. Consulting services
- 15. Center outsourcing
- 16. Site surveys and/or design 17. Network management
- 18. Personnel systems
- 19. Seat Management
- 20. Integrated Data Environment (IDE)
- 21. Software
- 22. Facilities management
- 23. Emergency Management
- 24. Outsourcing
- 25. Systems engineering
- 26. Medical information systems

- 27. Intel
- 28. Intranet/Internet design and/or
- management 29. Hardware/Software
- 30. Data processing
- 31. Distance Learning
- 32. Warranty and maintenance
- 33. Training 34. Intranet/Internet/Web design and/or management
- 35. Program management

37. Software development

36. Call center/help desk

- K. Order Type
 - 1. Fixed Unit Price 2. Cost Plus Incentive
 - 3. Level of Effort 4. Time and Materials

5. Cost Reimbursable

6. Firm Fixed Price

9. Letter Contract

10. Firm Fixed Incentive

7. Cost Plus Fixed Fee

8. Fixed Price, Level-Of-Effort

- 11. Firm Fixed with EPA
- 12. Cost Plus Award Fee
- 13. Cost Sharing
- 14.IDIQ
- 15. Labor Hour